



JOB DESCRIPTION

Position Title: **Manager**

Work Area: **Road Operations**

Class Code: 4501

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Administrative and supervisory work directing all construction and maintenance activities performed on the county road system to include roads, bridges, drainage systems, right-of-ways and construction projects.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Develops specific guidelines, methods, and timetables for meeting program objectives and completing projects as approved by the Board of County Commissioners related to road operation projects.

Develops short and long-range programs and projects for the Roads Division of the Public Works Department. Develops master schedules to establish sequence and lead time for long range and short term projects.

Provides technical and professional guidance, analysis, and evaluation in road construction and maintenance work to insure compliance with established quality standards and specifications. Reviews and approves plans for road construction and maintenance.

Administers the subdivision inspection program and confers with other public works staff and developers as needed.

Prepares and presents the division budget and confers with supervisors and department staff to insure operating costs are maintained within the parameters of the adopted budget. Maintains records on division operations, including cost figures on all projects. Prepares and submits fiscal and other operational reports as required or requested.

Processes requests for information and resolves complaints from the public regarding work activities of the division. Meets with the general public, answers questions, discusses complaints, and initiate the required action to effectively resolve public complaints.

Exercises final authority as delegated by the department director for hiring, termination, performance evaluation, disciplinary and/or commendatory action for assigned personnel.

Performs other duties as assigned or as may be necessary.



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Page 2

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Minimum Qualifications

Through knowledge of the principles and techniques of project planning, management, and scheduling as they relate to public works projects. Through knowledge of the methods, operating procedures, and types of equipment utilized in road and highway construction/maintenance operations. Knowledge of the operation characteristics and maintenance repair characteristics of road networks. Knowledge of effective supervisory and administrative practices and procedures.

Ability to plan, organize, and direct effectively. Ability to communicate effectively, both orally and in writing, with superiors, subordinates, and the general public. Ability to establish and maintain effective working relationships.

Bachelor's Degree in Civil Engineering, or a closely related field and six (6) years' responsible administrative and supervisory experience in a public works environment.

Registration as a Professional Engineer in the State of Florida or the ability to become registered within the timeframe designated by the department director.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

This position is an appointed service Classification.

Working Conditions

The work environment for this position is a combination of general office and fieldwork. Most of the office duties are performed while sitting at a desk, table or workstation. Duties performed in the field may require prolonged standing and walking. This position has regular exposure to radiant and electrical energy found in an office environment.